

## MARS Council Meeting Notes (1/10/08)

### Attendees:

NMFS (Maureen Pulver, Tonya Coleman, Mark Blades)

NWS (Mary Rieck, Lisa Berry)

NESDIS (Jim Lewis)

OAR (Cindy Loitsch, Eugene Burger, Dinara Holmes)

NOS (Carmen Solis, Renee Galloway)

OMAO (Gerald Thomas)

Program Support (Peter Boyle)

MARS Support (Lynn Blackwell, Marina Rubina, Sonny Tallapragada, Lonnie Kemp)

- Consensus reached, MARS Council meetings will convene every other Thursday
- Review of minutes from previous meeting (11/29/2007).

### User Access Form

- Question arose regarding deletion of user accounts. Is the user access form needed or will an email from the LO suffice?  
  
Since deletion of an account needs to be coordinated between the Data Entry and Reporting teams, the form is required.
- It was agreed that LO admins can make notations (along with their initials) on an existing user form to add roles, with the exception of Labor Access. Any role changes which add Labor Access require a new form to be submitted.
- Question regarding when a user should be recertified to access MARS? Yearly? Should mirror the policy used by CBS. Maureen will follow-up to determine how the CBS policy is implemented.
- It was agreed that the form is needed when a user is leaving NOAA. For user moving between line offices, the following actions are to be taken:
  - A form should be submitted from the line office the user is leaving requesting the existing account be deleted.
  - A form should be submitted from the line office the user is going to, requesting a new account be created.

## Commitments

- Discussion on minimum threshold amounts for commitments per line office. Maureen asked the council members to email suggestions to Tonya by January 18th.
  - This will be a business policy.
  - There will be no code changes made to enforce it.
- Maureen provided a list of Doc/Item Types used in M&B. They are for reference purposes only. Each LO can come up with Doc/Item Types of their choosing.

## BOP Upload

- BOP User Manual provided. It contains the file format required.
- Discussion on how the BOP Upload function is used within Fisheries.
  - Spending plans may be keyed into MARS using BOP Worksheet.
  - The information is rolled up to the FMC level.
  - The BOP upload files can then be generated and loaded.
- It was agreed that access to the BOP Upload feature will be restricted to LO Admins or LO users with the Funds Control Role. LO Admins need to make sure that only people responsible for Funds Control allotments at the LO level have access to the BOP Upload feature.
- There will be a demonstration of the BOP Upload feature at the next meeting.
- Discussion of Allotments and how to split them at the Org 3 level.
  - Demonstration of this process will be provided at the next meeting

## Training

- Open House on Reports may be scheduled after the BOP processing is complete.
- Carmen S. will be providing training next month.
  - She will send Mary R. an email with more information, as Mary has a few people who may want to attend.
- Maureen is working on scheduling training for Fisheries personnel.

## MARS CCR

- Demonstration of MARS CCR function provided.
- Only LO Admins are to have access to the MARS CCR system.
- LO Admins enter CCRs. E-mails go to LO Admin that entered CCR and MARS Support. MARS Support sends to appropriate development team. Level of effort determined by development teams before going to MARS Council for approval and prioritization
- Status/update of CCRs to be discussion topic at all MARS Council meetings.

### Suggestions:

- Add CCR definitions, such as CCR Types (and their associated values) to the glossary.
- Disable ability to edit the following fields (from all but technical team members):
  - Estimated Hours
  - Actual Hours
  - Priority
- Add “Bug Fix” to drop-down list of CCR Types.
- Add a field to choose the affected module. User can select from the following:
  - Data Entry
  - Reporting(BOBJ)
  - Both
- Add ability to include attachments (i.e., screenshots) in Version 2
- Add reporting functions
- The “Emergency” value for Priority may not be needed. Emergency fixes are typically handled by a “Help Desk Request”.
- MARS O&M Team will work on determining Priority and CCR Type lists and seek consensus from MARS Council at next meeting
- Comment from Cindy Loitsch (OAR) who was inadvertently disconnected from the go to meeting during the CCR discussion...”I did want to comment on the establishment of criteria, to be used by the MARS Council, to determine the priority of change requests. There will of course, be the obvious cases where a

change is proposed that advances the interests of all MARS users. However, there may be cases where a proposed change benefits only 1 or 2 LO's, but is critical to the operation of fiscal management of that LO. We need to be able to weigh that against changes that may have a broader impact, but are not operationally critical.”

### Expansion of NWS Overtime/Differentials (to other Line Offices)

- A change to include Pay Differentials in the Projection Reports should be added to the CCR List.
- LO administrators will work on defining their overtime requirements.

### Other Issues

- The Query Prompt feature in BOBJ is not supported by JInitiator v1.6. It is currently supported in JInitiator v1.5. There may be other features adversely affected as well. MARS Reporting users are asked to work with their Desktop support teams to insure the appropriate version of JInitiator is installed.
- Mary provided an update on current and expected workload for the remainder of the fiscal year:
  - BOBJ team currently looking at HRDS code. Expected to build universe by March.
  - Other development efforts include Grants OnLine, C.Request/C.Buy, Sunflower for property data, CPCS logs for bankcard commitments, and E2E for PPBES reporting.
  - Reminder that NOAA plans to obligate travel using Travel Manager authorizations in the 3<sup>rd</sup> quarter. When that happens we will no longer need to make travel commitments in MARS.

### Action Items

- Maureen – Follow up on CBS re-certification of user access policies.
- Carmen – E-mail Mary regarding upcoming training.
- MARS O&M Team – Work on determining the values to be used for Priority and definitions and terms for CCR Types.
- MARS Council members to send comments on minimum thresholds for grants, contracts, and IA commitments to Tonya Coleman by January 18<sup>th</sup>.